

Crow-4427

22 December 1954

MEMORANDUM FOR: Chief, Finance Division, Office of Comptroller

VIA: DD/P-Admin

SUBJECT: Extension of Present Petty Cash Fund

1. It is requested that the present WE Division Petty Cash Fund be raised from \$100.00 to \$200.00 pursuant to memorandum from the Deputy Comptroller to the Chief of Administration, DD/P, dated 8 December 1954, entitled "Use of Petty Cash Funds".

2. As required by the Deputy Comptroller's memorandum, certain data relating to the WE Division Petty Cash Fund and its use are set forth below:

- a. Custodian: [REDACTED]
b. Alternate: [REDACTED]
c. Facilities to safeguard the petty cash fund: Combination lock, 4 drawer safe type file No. 5597
d. Justification: The petty cash fund will be used primarily for local transportation, operational luncheons (not to exceed \$25.00 per single expenditure), telephone calls, parking fees, and occasionally operational hotel rooms (not to exceed \$15.00 per single expenditure), postage and registry fees, and post office boxes. At the present time experience shows that under the currently more restrictive petty cash procedure, WE Division is spending approximately \$100.00 a month. The expanded petty cash utilization would, it is estimated, double the monthly requirements primarily due to operational entertainment needs.

3. With regard to the proposed \$15.00 limitations per single item for operational entertainment and hotel rooms, WE Division feels that \$25.00 is a more reasonable maximum for the former but concurs in the \$15.00 maximum for the latter.

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